



SUBDIVISION APPLICATION



APPLICANT/DEVELOPER

Name _____

Mailing Address _____

Contact Person _____

Phone _____ Fax _____

Alternate Telephone _____

Email _____

PROPERTY OWNER *(if different than applicant)*

Name _____

Mailing Address _____

Phone _____ Fax _____

Email _____

PROJECT ENGINEER

Name _____

Mailing Address _____

Phone _____ Fax _____

Email _____

STAGE OF DEVELOPMENT

☐ Preliminary Plat ☐ Final Plat ☐ Amendment ☐ Revision

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

PROPERTY INFORMATION

Assessor's Parcel #(s) _____

Subdivision Name _____

Unit # _____

Address/Location _____

Number of Lots Proposed _____

Total Site Acreage _____

Existing Land Use _____

Existing Zoning _____

Proposed Zoning _____

Proposed Access _____

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.



Signature of Applicant

_____ Date _____

Signature of Property Owner *(if not the applicant)*

_____ Date _____

COMMISSION ACTION

☐ Approved with Conditions *(see attachments)* ☐ Denied

Resolution # _____ Date _____

BOARD ACTION

☐ Approved with Conditions *(see attachments)* ☐ Denied

Ordinance # _____ Date _____



Guidelines for Submitting a Subdivision Application

SUBMITTAL CHECKLIST

- ☐ Pre-application meeting with a staff planner of the Community Development Department.
- ☐ A non-refundable filing fee. (*See schedule to right*)
- ☐ A *typewritten* narrative describing the proposed subdivision and conformance to the findings. (*See below*)
- ☐ A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.
- ☐ A list of specific waivers being requested, if any.
- ☐ Forty copies of the proposed subdivision plat.

In the case of a final plat or an amended or revised plat, the applicant shall file one reproducible original and twenty copies.

- ☐ Forty copies of any additional plans or drawings as determined by the staff planner during the pre-application meeting.

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

APPLICATION FEES

For subdivisions over 10 lots, a non-refundable filing fee must be submitted with a subdivision application. The purpose of this fee is to pay for legal noticing and application processing. Fees are based on the following schedule:

- ☐ Preliminary Plat.....\$500 plus \$10 per lot/unit
- ☐ Final Plat\$200 plus \$5 per lot/unit
- ☐ Amendments or revisions to a Final Plat.....\$200 plus \$5 per lot/unit
- ☐ Subdivision of 10 lots or lessNo Fee

FINDINGS

Pursuant to Section 3.11 of the Coconino County Subdivision Ordinance, if the Planning & Zoning Commission is to recommend approval or conditional approval, said recommendation shall be based upon the plat's conformity to all of the following findings. Applicants for a subdivision preliminary plat must provide an explanation of how their request meets the following criteria.

1. That the proposed subdivision conforms to the goals and policies of the Coconino County Comprehensive Plan and its amendments.
2. That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.
3. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.
4. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.
5. That the proposed subdivision conforms to the improvement and design standards set forth in the Zoning Ordinance.